

Professional Work Conflict Reschedule

Subject: Request to Reschedule Appointment - Work Conflict

Dear Dr. [Doctor's Name],

I hope this message finds you well. I am writing to respectfully request a change to my upcoming appointment scheduled for [Date] at [Time].

Due to an unexpected work commitment that cannot be postponed, I will be unable to attend my scheduled appointment. I take my health seriously and do not make this request lightly.

I would greatly appreciate the opportunity to reschedule to any available time slot that works with your schedule. I am available on [list 2-3 alternative days/times] but am flexible to accommodate your availability.

Please let me know what options are available, and I will confirm immediately upon receiving your response.

Thank you for your understanding and continued excellent care.

Best regards,

[Your Name]

[Patient ID/DOB]

[Phone Number]

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